EMAC
21st CCLC Summary of Classes 2
3-1-22

Welcome!

Please Enter your Name, Role, and District in the Chat box

Agenda

- How to Access
- Overview
- Summary of Classes Form Updates
- Q&A
- Resources

Summary of Classes- Report Overview

- Data submitted to 21st CCLC Specialist 2 times per year January and June

- Includes summary information about each class/activity in the 21st CCLC umbrella at the site

- In EMAC, submitted as two separate Data Collection Tasks (DCTs)
    1. 21st CCLC Summary of Classes Report I (January) – completed 1/21/22
    2. 21st CCLC Summary of Classes Report II (June) – **due 6/3/22**

Did you enter information or review information in EMAC for the Summary of Classes (January) task?

In the chat, please respond to this question with a Y or N.

New task **"21st CCLC Summary of Classes Report II (June)"**

Did you enter information or review information in EMAC for the Summary of Classes (January) task?

YES - There will be no need to have an EMAC Administrator assign you to this monitoring program. You already have access to this monitoring program.

NO – Your EMAC Administrator will need to assign you to the 21st CCLC Summary of Classes Report Monitoring Program.

EMAC Data Collection Task

Click on the three-dots under the far-right "Actions" column to open the Data Collection Task (DCT).

Data Collection Task 2

Not Started

21st CCLC Summary of Classes Report II (June) #32324

Program Area	Monitoring Program	Cycle	Fiscal Year	Task Type
21st CCLC	21st CCLC Summary of Classes Report	FY22	2022	Data Collection

Assigned On: 2/28/2022

IsOnsite Visit: ⊗

Data Collection Method: Desktop Review

Last Modified On: 2/28/2022 9:56:51 AM

Original Start Date: 3/2/2022

Current Start Date: 3/2/2022

Original End Date: 6/3/2022

Current End Date: 6/3/2022

Staff Assigned:

Your favorite specialist

Primary

Purpose

Purpose: Completing the Summary of Classes report will provide your Program Specialist with information on how you met your program goals. This includes classes offered to students and family engagement offerings like classes and events. It enables ADE staff to determine whether the site met program requirements.

Online Forms

Purpose

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The Second Summary of Classes Report Period will include programming offered through the end of the program year.

To Do:

1. Complete Online Form *21st CCLC Summary of Classes Report II (June) Progress on Goals EOY*:

   a. Enter the Regular Number of Attendees Summer 2021 + Fall 2021 + Spring 2022

   b. Enter the number of days the program was open Summer 2021 + Fall 2021 + Spring 2022

2. Complete Online Form *21st CCLC Summary of Classes Report II (June) Activities EOY*:

   a. Page 1 - This includes classes offered to students and family engagement offerings like classes and events for January 1, 2022 to May 30, 2022 (Spring 2022 Term)

3. Select the "Submit for Review" button found on the data submission page.

Submission	Resource	Communication	Related Tasks	History

Online Forms

🗎	Summary of Classes II (June) Progress on Goals EOY	Not Started ⓘ
🗎	Summary of Classes II (June) Activities	Not Started ⓘ

Completing the Summary of Classes Report

Form 1

What is considered a Regular Attendee?

- Student who attends 30 or more *days* of programming

Summary of Classes II (June) Progress to Date

In this section of the Summary of Classes report, report on the cumulative progress toward the site's program goals from the site's approved application goals as of the end of the spring term, including previously reported summer programming (if applicable) and fall programming.

Page 1 of 1

1. **Program to Date (as of EOY)** *

Respond with site's progress towards goals to date (as of the end of spring term), including summer program progress (if applicable) and fall programming. For the hours and days per week, respond with the typical week in the spring term.

Regular Attendee as of EOY

Adult Family Member as of EOY

Program Days Open as of EOY

Student Service Hours per Week as of EOY

Student Service Days per Week as of EOY

Complete

Summary of Classes

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Completing the Summary of Classes Report

Activities

Summary of Classes II (June) Activities

In this section of the Summary of Classes, report on each activity/class that was offered during the term. Include any classes the site is counting under the 21st CCLC out-of-school time umbrella.

Spring Activities

1. Summary of Classes- Activities offered per term- Spring

Spring 2022

#1 Activity:

This has been revised in DCT2
- Numbered and populates from "Class Name"

Class Name *

List the activity/class name, including any details needed to distinguish between other classes.

Student/Family *

Was this activity student or family focused?

Choose...

Choose...
Student
Family
Adults Only

This has been revised in DCT2
- Added "Adults Only"

This has been revised in DCT2
- Check boxes

Funding Source *

Indicate the source(s) of funding for class listed. (Most will be 21st CCLC funded, some will have multiple sources).21st= 21st CCLCI=Internal E= External

☐ 21st CCLC

☐ External

☐ Internal

☐ Other (describe)

Who was instructing?

Instructor Name and Status

List the instructor(s) for the activity and what role they play in the school day (these categories align to the Annual Performance Definitions can be found in the Summary of Classes guidance.

Instructor Name	Instructor Status	
	Choose... ▾	**Remove Instructor**
	Choose...	
	Administrator	**Remove Instructor**
	School Day Teacher	
	Other Non-Teaching School Staff	
	Subcontracted Staff	
	Parent	
	College Student	
	Community Member	
	High School Student	

Add Additional Instructor

No need to list every staff member for school-wide event

Summary of Classes

Spring Activities Continued

Class Start Date *

mm/dd/yyyy ▾

Class End Date *

mm/dd/yyyy ▾

No. of Wks Offered *

Number of weeks class was offered in term

No. of Hrs per Day *

Number of hours each class session was offered per day

Days of Wk Class Offered *

☐ M ☐ T ☐ W

☐ Sat ☐ Sun

☐ Th ☐ F

Average Daily Attendance of Class *

Add New Activity

Complete

Adding Activities

This has been revised in DCT2
- Pre-populated previous activity's information

Submitting Summary of Classes DCT 2

Demo

Survey to Come

Opportunity to provide feedback on all things EMAC
- including SOC updates

Keep notes- good, bad, ugly

Be on the look out for the survey later in spring

To Revise After Submitting

Once you submit evidence you can no longer make changes.

The 21st CCLC Program Specialist would need to "Reject" the DCT for you to make any changes.

Office Hours

These office hours are not trainings, but rather an opportunity to drop-in and ask any questions you have about navigating EMAC or accessing the Summary of Classes Report.

Tuesday, March 8, 2022 @ 9:30am-10:00am

Tuesday, March 15, 2022 @ 3:30pm-4:00pm

Additional Office Hours will be scheduled in April and May to assist with completing the forms.

Fiscal Reporting

▼ EMAC Resources

NEW! Starting with the 2021-2022 school year, all 21st CCLC Monitoring & Required Reporting documents for Year 1 sites will be collected in the EMAC - Educational Monitoring , Assistance & Compliance system (an application in ADE Connect).

EMAC User Guides

Below are EMAC Guides for Submitting 21st CCLC Program At-A-Glance in EMAC. These are dependent on the user role you have been granted in EMAC.

EMAC in ADE Connect Access- PDF - As 21st CCLC transitions to collecting state and federal required reporting in the Educational Monitoring, Assistance, and Compliance (EMAC) system, it is important for any person responsible for 21st CCLC documentation and report submission has access to EMAC through ADE Connect. This resource will provide you with the steps you will need to follow in order to gain access to EMAC to be able to submit 21st CCLC Required Reporting.

EMAC Administrator Guide – Guide for EMAC Administrators on how to add staff to EMAC in ADE Connect and assign staff to EMAC monitoring programs

EMAC LEA User Guide – Guide for district staff who support multiple sites

EMAC School User Guide - Guide for school staff who support a single site

21st CCLC Summary of Classes Report EMAC Monitoring Program Virtual Training Series

EMAC 21st CCLC Summary of Classes Report Updates for Spring

The **EMAC 21st CCLC Summary of Classes Report Updates for Spring** virtual training is for 21st CCLC Cycle 17 **Year 1 site** program leaders who responsible for submitting the required Summary of Classes report.

This training will provide:

- A review of the 21st CCLC Summary of Classes Report in the EMAC Monitoring Program
- Identify any updates to EMAC forms for the Spring term

Time: **March 1, 2022 9:30 AM - 10:30 AM Arizona**

Training Guides

Recording of DCT 1- Summary of Classes I

Office Hours links

Other EMAC resources

Summary of Classes

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Q&A

Thanks!